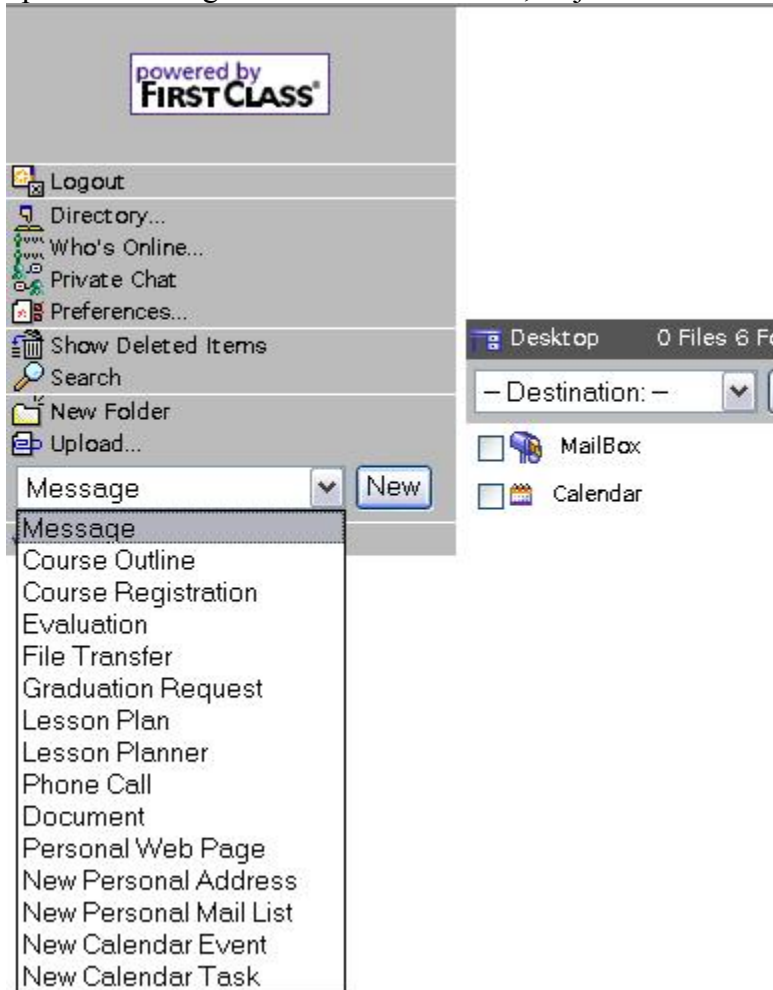


## FirstClass Sending Email Instructions


Except when you are in your calendar page you can start a new email from any screen on our FirstClass site by clicking new message from the left side toolbar.


From the dropdown box next to the new button you have many options. The default option is message. That is what we want, so just click new.



Type the subject in the subject line and the message in the bottom text field. In the to field you must type in the email address of the person you are sending too and click add.

MANCHESTER SCHOOL DISTRICT

 **Message** Send Save Reset

**From:** Kevin Smith 

**Subject:**

**To:**  Add

**Cc:**  Add


**Bcc:**  Add


**Attachments:**  Browse... Attach... On Server

☐ Insert Signature Message Options



After you click Add, this is what the message will look like. You would use the same process to add additional recipients or Cc/Bcc recipients.

MANCHESTER SCHOOL DISTRICT

 **Message** Send Save Reset

**From:** Kevin Smith 

**Subject:**

**To:**   person@somewhere.com  
 Add

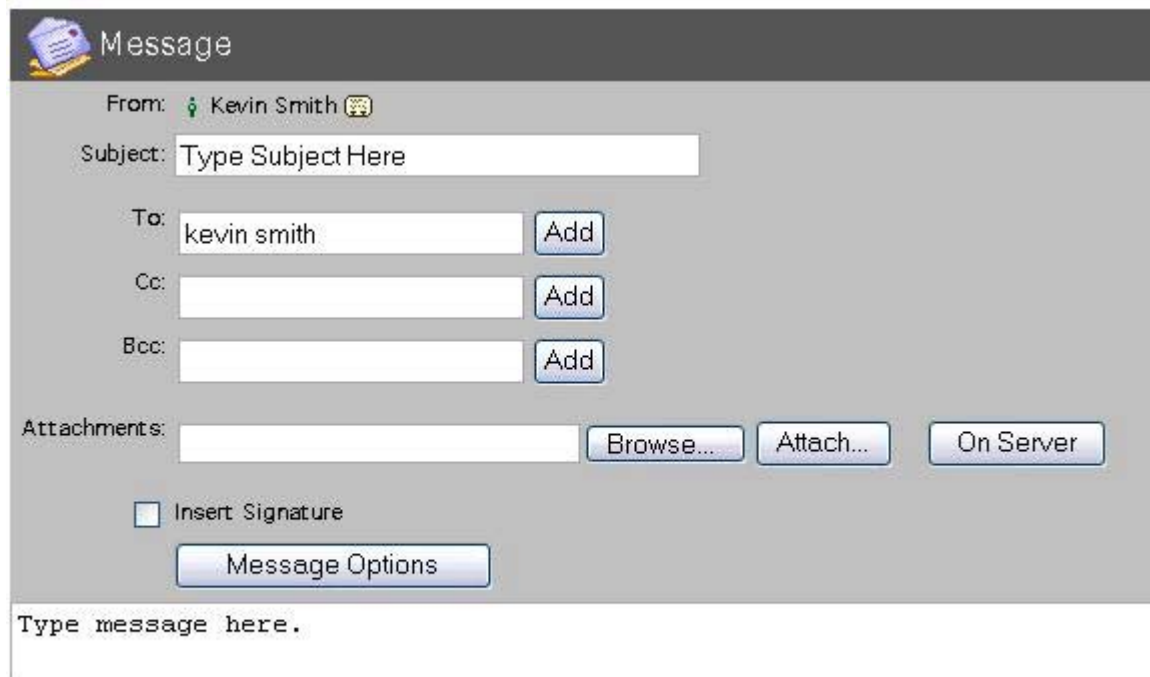
**Cc:**  Add

**Bcc:**  Add

**Attachments:**  Browse... Attach... On Server

☐ Insert Signature Message Options

If the recipient is someone with a mansd.org address you can either type his or her name and click Add or type part of their name and select from a list that comes up.



The screenshot shows a web form titled "Message" with a dark header bar containing a small icon of a notepad and the word "Message". The form has a light gray background. It includes fields for "From:" (pre-filled with "Kevin Smith" and a small icon), "Subject:" (with placeholder text "Type Subject Here"), "To:" (with "kevin smith" and an "Add" button), "Cc:" (with an "Add" button), and "Bcc:" (with an "Add" button"). Below these is an "Attachments:" section with a text input, "Browse...", "Attach...", and "On Server" buttons. There is a checkbox for "Insert Signature" and a "Message Options" button. At the bottom, there is a text area with the placeholder "Type message here."

And then click add.



This screenshot shows the same "Message" form as the first, but with an additional entry in the "To:" field. The "To:" field now displays a small icon, a green checkmark, and the name "Kevin Smith" above an empty text input box and an "Add" button. The other fields and buttons remain the same as in the first screenshot.

If you just put a first name in the to field, when you click Add you will be given a list to select from. You would then check the box next to the name/s you want and click select.

Directory

Enter the name you wish to look for.  
If you are unsure of the spelling, then just type in the first few letters.

Name

☒ Local ☒ Remote ☒ Conferences

✓  Name	Organization
<input type="checkbox"/> Arthur Adamakos	
<input type="checkbox"/> Arthur Rivet	

Finally you need to click send.

TECHNOLOGY  
RESOURCE CENTER  
MANCHESTER SCHOOL DISTRICT

Message

From: Kevin Smith

Subject:

To: Arthur Adamakos

Cc:

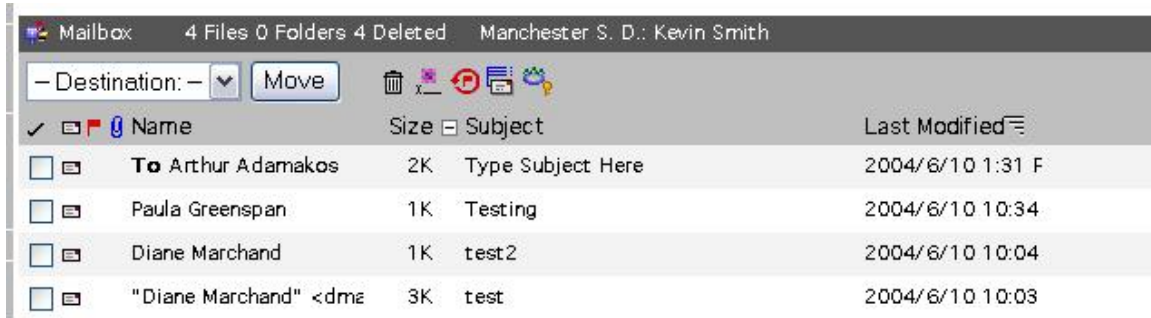
Bcc:

Attachments:

☐ Insert Signature

Type message here.

After you hit send you will be taken back to your mailbox page. You will see the sent message in your mail box and the name field will have **to** in front of it to identify it as a sent rather than received email.



You can access online help from the help contents button on the left hand toolbar. This will provide you with detailed information on this subject.